

BOARD OF FINANCE

Minutes of the Regular Meeting held on January 16th, 2020

Regular Members

Others

Present

Y Joe Pryor (CHM)
Y Lisa Lansing
Y David Hubbard
Y Zejke Hermann
N Janet Sanders
N John LaPorta

Y Gordon M. Ridgway, First Selectman
N Barbara Herbst, BoF Clerk
Y Treasurer Bramley

Alternate members

Y John Brown
Y Simon Hewett

Call to Order

7:04 p.m.

Alternate

Chairman, Joe Pryor elevated Simon Hewett to sit for John LaPorta.

1 - Additions

None

2 - Minutes

Minutes for the BoF meeting 11.21.19 were emailed to all members prior to the meeting. Copies of the minutes were also available at the meeting.

Motion

Zejke Hermann Made a motion to approve the minutes as presented.

David Hubbard Seconded the motion.

Discussion: It was suggested that the name of the back-up provider be removed from the minutes and replaced with "offsite third-party back-up system".

Motion

Zejke Hermann Made a motion to amend and approve the minutes as discussed.

David Hubbard Seconded the motion.

Motion passed unanimously.

3 - Correspondence

None

4 - Reports

Board of Selectmen

First Selectman Ridgway reported in brief on the following items.

- a) Introduced **Jon Berry** who is the replacement for *Joyce Hart who retired on 1/15/20. Additionally he reported that Ted Cheney has been hired to replace Buddy Hurlburt who left earlier in the FY.*
- b) **Adopted goals of the BoS for FY '20** include housing options, jobs, infrastructure, small bridges, communications from BoS to be improved.
- c) **Planning and Zoning: Janelle Miller** is a new COG employee and will be helping Cornwall with regulations and consulting as needed.
- d) **Planning and Zoning:** has approved a Brew Pub in WC, the septic and well are in good shape.
- e) **WC Wastewater: a funding application to** USDA has been submitted.
- f) **MIRA:** the MIRA plant needs updates that will cost approximately 330Mm.
- g) **Cyber Security:** CIRMA is having a meeting in Hartford and this issue will be included in the discussions. First Selectman Ridgway and Jon Berry will be attending this meeting, it is expected that CIRMA will have advisory information on this topic to share with Municipal leaders .

Finance Director

Barbara Herbst submitted a double sided report that is appended to these minutes. Side one is a synopsis of the FY '20 Actual vs Budget figures through 12.31.2019 with some highlight notes included on the bottom. The second side of the document is a proposed budget for the Finance Office for FY '21. This was reviewed and discussed.

Motion

David Hubbard Made a motion to approved the proposed budget for the Finance Office for FY '21

Joe Pryor Seconded the motion.

Motion passed unanimously.

5 - Public Comment

One query from the board addressed the Land Use budget being expended to 97.83% as of December 31st.

First Selectman Ridgway did not have the answer but would look into it.

6 - Adjournment

Lisa Lansing Made a motion to adjourn the meeting.

David Hubbard Seconded the motion

Motion passed unanimously

7:55 p.m.

Lisa Lansing, Clerk Pro Tem

Minutes remain "Draft" until accepted at the next regular scheduled meeting, please see subsequent meeting minutes for any corrections to these minutes.

Note:

Town of Cornwall
FY '20 Actual vs Budget
 July through December 2019

	Jul - Dec 19	Budget	% of Budget
Income			
Fees For Services	71,336.35	62,101.00	114.87%
Other Revenues	45,728.23	24,000.00	190.53%
Property Taxes	3,719,846.90	6,473,585.00	57.46%
State Education Grants	2,078.00	8,344.00	24.9%
State General Grants	55,390.79	284,448.00	19.47%
Transfers/Non-Revenue Receipts	36,593.95	201,500.00	18.16%
Tuition for After School Progra	6,180.00		
Total Income	3,937,154.22	7,053,978.00	55.82%
Expense			
01 · Board of Selectmen Budget			
After School Program	9,204.79		
Assessor	21,388.14	45,848.00	46.65%
Board of Assessment Appeals	0.00	500.00	0.0%
Board of Selectmen	57,317.72	108,017.00	53.06%
Finance Department	41,083.15	65,552.00	62.67%
Hammond Beach	26,838.82	39,008.00	68.8%
Highway Administration / Suppli	214,436.00	473,013.00	45.33%
Highway Vehicle Maintenance	33,874.93	55,000.00	61.59%
Insurance and Benefits	170,723.38	355,570.00	48.01%
Land Use	36,492.66	37,301.00	97.83%
Organizational Support	137,699.98	154,681.00	89.02%
Park & Recreation	21,063.94	51,746.00	40.71%
Payroll Expenses	28,309.74	56,425.00	50.17%
Probate Court	1,437.54	2,875.00	50.0%
Public Health & Welfare	36,911.06	53,183.00	69.4%
Public Safety	51,193.20	174,771.00	29.29%
Registrars of Voters	4,454.12	11,323.00	39.34%
Sanitation & Recycling	84,430.73	163,133.00	51.76%
Tax Collector	23,378.49	39,401.00	59.34%
Town Clerk	36,393.01	70,654.00	51.51%
Town Office Administration	30,518.49	53,500.00	57.04%
Contingency	0.00	30,000.00	0.0%
Total 01 · Board of Selectmen Budget	1,067,149.89	2,041,501.00	52.27%
02 · Board of Education	2,057,907.51	3,978,262.00	51.73%
03 · Capital Expenditures	680,000.00	680,000.00	100.0%
04 · Debt Service	190,032.50	354,215.00	53.65%
Total Expense	3,995,089.90	7,053,978.00	56.64%
Net Revenue and Expense	-57,935.68	0.00	100.0%

Notes

The After School Program has 5,575 in grant funds that will be used to offset the shortfall
 \$19,600 has been received in Tuition for CCS students living outside of Cornwall
 Tax Collection is at 56.7% (on track)
 Interest income has exceeded budgeted amount (25K) by 3,600 at the 6 mo point
 All departments are within the acceptable % of expenditures for the 6 mo period

Town of Cornwall
Finance Office - Proposed FY ' 21 Budget

	Actual		Actual		YTD Actual	Proposed FY '21 Budget	
	Jul '17 - Jun 18	Budget	Jul '18 - Jun 19	Budget	Jul '19 - Jun 20	Budget	Budget
Finance Department							
53402 · Treasurer's Salary	3,270	3,270	3,368	3,368	1,735	3,469	
53403 · Finance Director Salary	37,395	37,395	38,517	38,517	22,888	39,673	
53404 · Treasurers Clerk	-	1	168	1	-	300	300
53505 · Office Supplies	1,398	1,000	1,331	1,000	845	1,000	1,000
53507 · Printing	2,722	2,860	2,749	2,860	2,700	2,860	2,860
53515 · Computer	1,239	1,500	1,915	1,500	2,391	2,500	1,500
53546 · Postage	855	1,000	971	1,000	-	1,000	1,000
53550 · Town Audit	14,850	14,750	14,000	14,750	14,750	14,750	16,500
Total Finance Department	61,730	61,776	63,020	62,996	45,309	65,552	23,160

Notes:

Any increases for the Treasurer's Salary and Finance Director Salary are determined by the Board of Selectmen however, feel free to make and vote on any recommendations.

Cost of Treasurer's Clerk is only to cover vacation hours in case of payroll or A/P, rate is \$25 per hr

Computer expense is reduced to prior levels to reflect the software purchases that only have to happen every three years. Software upgrades happened in the current FY.

Audit costs are contractual and based on said contract.